

U.S. Ambassador in Iraq is seeking a candidate for the position of Housekeeper/Cleaner

DUTIES AND RESPONSIBILITIES

- ♦ Cleans the entire house, to include all rooms, both private and public.
- ♦ Launders and irons/steams clothes and linens.
- ♦ Tends to houseguests, prepares guest rooms, checks/cleans their clothes, as needed, serves as wait-staff at household functions, runs errands, and assists in the kitchen as needed.
- ♦ Performs preventive maintenance and light mechanical duties on household equipment.
- ♦ Maintains safety procedures and practices, keeps storage areas clean and organized.
- ♦ Replace guest amenities and supplies in rooms.
- ♦ Check that all appliances are present in the room and in working order. Straightens desk items, furniture and appliances. Dusts, polishes and removes marks from walls and furnishings.
- ♦ Vacuums carpets and performs floor care duties. Follows all company and safety and security policies and procedures; reports any maintenance problems, safety hazards, accidents, or injuries, properly store flammable materials.
- ♦ Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs.

QUALIFICATIONS REQUIRED

Job holder must have good experience in housekeeping. In-depth knowledge of cleaning, vacuuming, sweeping, mopping and thorough understanding of using different tools and chemicals use in cleaning process are required. Outstanding customer service skills, ability to prioritize and perform multiple tasks simultaneously, ability to work effectively individually and with a team are required.

TO APPLY:

Interested candidates who wish to apply for this position must submit a current resume or curriculum vitae by emailing to BaghdadJobs@state.gov